

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS: <i>12 x 3 pending</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

82-12123/24

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

D/Pers

82-9018

FROM:

James N. Glerum
Director of Personnel
5 E 58 Hqs.

EXTENSION

NO.

DATE

18 NOV 1982

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Executive Registry

2.

Executive Director

3.

DDCI

4.

5.

6.

D/Pers 5 E 58 Hqs.

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15.

As requested by the DDCI, attached are briefing notes for use in discussing CIA's need for increased SIS ceiling. Our hope is that in his meeting, John can convince OMB that our need is serious and our proposal to remain at the 95% level will avoid any further compression.

STAT

James N. Glerum

L290

SECRET

BRIEFING NOTES - DDCI
INCREASING CIA SIS CEILING

1. CIA is expanding on all fronts rapidly:

- ° HUMINT and technical collection
- ° Covert action
- ° Intelligence evaluation and production

Have received additional personnel resources to help us meet increased requirements. Leads to subject of major concern--our ability to provide adequately for senior management, technical and analytical capability to direct Agency programs.

2. Our SIS ceiling situation is extremely serious:

- ° In relation to senior position requirements, SIS ceiling has steadily declined since 1976.
- ° We now have [] SIS positions and a ceiling of [] 25X1
We anticipate establishing [] additional SIS level positions 25X1
within the next six months which will worsen the problem.
Without increasing the ceiling the percent would fall to 80%.
- ° This precludes the promotion of qualified GS-15 level officers serving in SIS positions and prevents the payment of salaries commensurate with their level of duties and responsibilities.
- ° Our SIS position structure is sound. Positions are reviewed centrally by trained classification specialists against established evaluation criteria. Each SIS position is approved on a case-by-case basis by DCI or DDCI. All promotions to the SIS are personally approved by DCI/DDCI.

3. Have noted with interest a recent OPM issuance (attached) to Departments and Agencies which limits SES spaces to 95% of position



25X1

SECRET

requirements. We propose to adopt the same limitation in CIA and maintain our SIS ceiling-to-positions ratio at that level hereafter.

- ° Increased ceiling will permit us to attract, retain, and promote qualified officers essential to Agency mission.
- ° 95% ratio, at present time, will increase our ceiling by

25X1

4. Only in case it comes up, and to counter an argument that we have higher percent of SIS than other Community agencies:

- ° Comparisons are erroneous since they do not consider programmatic complexity and diversity, and CIA's sole management and support responsibilities versus departmental management and support by other Community organizations.
- ° Nor do they consider breadth and knowledge required of CIA senior managers and analysts.
- ° We have a much lower percentage than State which is the most comparable overseas-oriented Agency.



United States
**Office of
Personnel Management**

Washington, D.C. 20415

In Reply Refer To

Your Reference

SEP 24 1982**MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES**

Section 3133 of Title 5, U.S. Code, requires that, during even-numbered calendar years, each agency (1) examine its Senior Executive Service (SES) position needs, and (2) submit a written request to the Office of Personnel Management for a specific number of SES position authorizations for each of the two succeeding fiscal years. A number of departments and agencies have expressed concern over the timing of the biennial allocation process, particularly with regard to uncertainties in the FY '84-'85 budget. Therefore, in order to meet the statutory requirement, but in recognition of the difficulties inherent in projecting needs at this time, OPM has decided to approach this year's allocation process on a phased basis.

As a first step, it will be presumed that agency allocations for FY '83, issued by OPM on September 30, 1981, will stand unchanged and serve as a base point. Second, each agency is asked to submit, by December 31, 1982, a preliminary statement of its probable executive resource requirements for fiscal years 1984 and 1985. This December statement should be predicated on the assumption that each agency will receive no more than 95% of its FY '83 SES space allocation for each of the ensuing two fiscal years. The statement should indicate whether this reduced SES allocation would be adequate, and what the agency's probable requirements, above or below this figure, would be. We urge agencies to make this forecast as reliable as is possible in terms of available program and budget information.

We recognize that smaller organizations, or those whose SES spaces are habitually at or near 100% fill, may have difficulty in achieving the revised level proposed. In such cases, the December submission should reflect the allocation level which the agency believes is appropriate and feasible, irrespective of the mathematical percentage it represents.

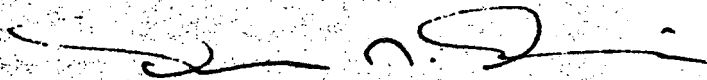
The preliminary statement of projected FY '84-'85 needs should be submitted, in duplicate, by December 31, 1982, to:

Assistant Director for Executive Personnel
Office of Personnel Management
Room 6R48
1900 E Street, N.W.
Washington, D.C. 20415

As the final step in the FY '84-'85 allocation process, OPM will issue an FPM Bulletin early in 1983 with instructions for submission of more definitive allocation requests by June 30, 1983. Agencies which are able to accept the 95% level for FY '84-'85 will not be required to submit additional documentation. Those which cannot achieve the reduced level will be required to furnish detailed information and justification in support of requirements. Complete instructions for the submissions will be contained in the Bulletin but, for planning purposes, agencies may assume that required documentation will be similar to that submitted in the past.

We hope this approach will keep paperwork to a minimum, while providing a mechanism for agencies to express their true needs. Thank you for your cooperation.

Sincerely,



Donald J. Devine
Director